



Lakeshore Talent Sick Time Request Form (Colorado employees only)

Effective January 1, 2021, employees working in the state of Colorado will earn one hour of paid sick leave for every 30 hours worked. Employees can accrue up to 48 hours of paid sick leave per plan year.

Accrued paid sick leave can be used for the following safety or health needs of the employee or a family member: a) mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care
b) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs
c) in a public health emergency, a public official closed the workplace, or the school or place of care of the employee's child
d) self-isolating or work exclusion due to exposure, symptoms, or diagnosis of the communicable illness in the public health emergency
e) being unable to work due to a health condition that may increase susceptibility to or risk of such an illness; or caring for a child or other family whose school or childcare is unavailable due to a public health emergency

Please request approval from your supervisor. Once approved, you must send this document, signed by both you AND the employer, to Courtney Hinkle, (chinkle@lakeshoretalent.com)

Please complete the details below:

Lakeshore Talent Employee Name: _____

Date Sick Time to start: _____

Date Sick Time to end: _____

Total Days Requesting: _____

Total Hours Requesting (7.5 hours per day): _____

For Lakeshore Talent Employee: By signing below, I am requesting to use my accrued Colorado Paid Sick Leave. If I do not have enough sick leave accrued, I understand Lakeshore Talent will contact me directly and I may not be paid for the time off per the Colorado Paid Sick Leave Law.

Lakeshore Talent Employee Signature

Date

For Employers: By signing below, I approve the Lakeshore Talent Employee to take the days requested above under Colorado Paid Sick Leave. I understand that I will be billed for these hours and the Lakeshore Talent employee will be returning the first business day after the last day of Sick Leave requested.

Employer Signature

Date

STATEMENT OF PRIVACY

This document contains sensitive and proprietary information concerning the strategic nature of Lakeshore Talent and is not intended for public use.